



Job Opportunity Bulletin

Consultant in Teacher Preparation (Program Evaluation & Research)

Tenure/Time Base: Permanent /Full Time
Work Hours: 8:00 am – 5:00 pm
Office/Location: Commission on Teacher Credentialing
Professional Services Division
1900 Capitol Avenue
Sacramento, CA 95811-4213
Salary: \$5724 - \$6954/month
Final Filing Date: April 30th or Until Filled
Contact: Kathryn Polster (916) 324-8002

DUTIES:

Under the general direction of the Administrator I in the Professional Services Division, the Consultant in Teacher Preparation (Program Evaluation and Research) performs the following:

- **Professional Preparation Programs** - Responsible for development of subject matter preparation standards and professional preparation program standards for assigned credential areas. Includes consultative and analytical duties in developing the standards, convening and coordinating the work of advisory panels, and preparation of agenda items for Commission action. Once standards are adopted, the consultant is responsible for communicating with prospective program sponsors about the standards, providing technical assistance, facilitating the program review process for sponsors responding to new program standards, and training and coordinating the work of reviewers of program proposals.
- **Accreditation Responsibilities** - Responsible for assistance in the implementation of the accreditation system for institutions of higher education and LEA-based programs offering educator preparation programs. This includes the biennial reporting process, the program assessment process, oversight of activities in preparation for accreditation site visits, training reviewers, preparing supporting materials, analysis of data submitted by program sponsors, selecting review team members, facilitating the site visits and preparing reports for the Committee on Accreditation.
- **Policy Development** - Conduct policy research and studies on complex issues with the involvement of stakeholders as directed by the Commission. Prepare reports of the results for agenda items to be presented to the Commission.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.
List Eligibility (See “WHO MAY APPLY” for instructions)

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, analytical, research, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to work independently with minimal supervision and in a team environment
- Project management experience.
- Experience in research and evaluation using quantitative approaches.
- Ability to guide and facilitate projects.
- Professional education experience.
- Experience with professional teacher preparation programs.
- Ability to handle stressful or sensitive issues with tact and diplomacy

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the Consultant in Teacher Preparation (Program Evaluation and Research) classification. The appointment is subject to the State Restriction of Appointment (SROA). Please visit <http://www.ctc.ca.gov/commission/employment.html> for additional information on obtaining list eligibility by completing the Supplemental Application.

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, and **Supplemental Application if no current list or transfer eligibility** to the above address, Attn.: Kathryn Polster. All applications must clearly indicate the basis of their eligibility (*i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include *RPA No. 08-118. The applications will be screened and only the most qualified applicants will be invited for an interview.*

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.